

ATTACHMENT D2. INSTRUCTIONS TO OFFERORS

In order to be considered responsive, offeror must provide the following in their quote:

- ☐ Page 1, SF 1449
 - ☐ Complete blocks 17a, 30a, 30b, 30c
- ☐ Page 3, Section B1
 - ☐ Complete Section 1a.
 - ☐ If any Amendments have been issued to the solicitation acknowledge number and date under “Acknowledgment of Amendments” Section
- ☐ Page 8, Section 13 – if Offeror wishes to schedule a site visit prior to submitting their Offer, VA point of contact information can be found here.
- ☐ Pages 9-10 - Complete Price/Cost Schedule Responding to All Line Items
- ☐ Pages 33-34 – Complete the questions in E.2 (b)(1) and (2).
- ☐ Pages 36-37:
 - ☐ Factor 1
 - ☐ Submit a narrative statement, describing your qualifications and experience in performing the work identified in the Statement of Work. Include the number of years your company has been in this type of business.
 - ☐ Provide supporting documentation of your firm’s ability to meet the response time requirement in the event of a service outage as outlined in the Statement of Work.
 - ☐ Provide a list of all channels included in pricing.
 - ☐ Factor 2
 - ☐ Provide a list of 3 references where your company has performed similar duties, within the last three (3) years. Include the facility name, address, contact person who is responsible for the administration of the contract and the email address and telephone number for each reference.
- ☐ Ensure your company is registered in the System for Award Management - <https://www.sam.gov/portal/public/SAM/>
- ☐ Ensure your company has been verified for ownership and control and is so listed in the Vendor Information Pages database, <http://www.VetBiz.gov>.
- ☐ Pages 37-49: Section E.7 - Submit a completed Offeror Reps and Certs or copy of Reps and Certs from SAM Record.